








## LMS Icons and Statuses

Below are the icons you will most commonly see in Cornerstone when you search for training or look at your transcript:

Icon	Learning Object
	<p><b>Instructor-Led Training</b> – These are the items you think of when you traditionally think of as training: an instructor and participants meeting together in person or online.</p> <p>Each course you see is called an <b>Event</b>, and each time the course is offered it is an individual <b>Session</b>. <b>Events</b> can be found in <b>Browse for Training</b> or using the <b>Search</b> tool. Sessions can be found by opening an <b>Event</b> or looking at the <b>Training Calendar</b>.</p>
	<p><b>Online Course</b> – A computer-based class. You can find these using <b>Browse for Training</b> or the <b>Search</b> tool.</p>
	<p><b>Curriculum</b> – <b>Curricula</b> are trainings, tests, external trainings, online courses, evaluations, etc. that are assigned as a unit. If you are assigned a curriculum, it will appear on your transcript and you will need to complete each item in the curriculum.</p>
	<p><b>Material</b> – This is a way to assign specific non-training items to you such as policies, training guides, activities, etc. <b>Materials</b> may be assigned to you independently or as pre-work or post-work for a course.</p>
	<p><b>Test</b> – You may be required to take a test in the Milwaukee County Training and Development Center. Tests may be assigned to you independently, as part of a curriculum, or as pre-work or post-work for a course.</p>



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### Statuses

Status	Description	Your Options
Acknowledge	The training is complete, but you have not yet completed the required acknowledgement form.	Click Manage in order complete tasks related to the training.
Approved	<p>The training was approved by your supervisor.</p> <p><b>Note:</b> This may be a Session or Event that your supervisor assigned to you rather than a Session you requested.</p>	<p>For a Session, in this status, you will need to click on the Register option to actually be confirmed for a seat at the training.</p> <p>For an Event, you will need to click on the Select Session option to choose a session you want to take.</p>
Cancelled	The Session was cancelled.	You can use the Select Session option to request a different session of the Event.
Completed	You have completed all requirements.	For Online courses, you may have the option to Launch the course again.
Denied	Your supervisor denied your request for the training.	You can use the Select Session option to request a different Session of the Event, or to request the same Session again, per your supervisor's directions.
Exception Requested	You requested a training for which you do not meet the prerequisite(s) or which was not made available to you. The Instructor of the training/your Supervisor will decide whether or not to grant your request to bypass the requirements.	If you change your mind about requesting the training, you can click the Withdraw option.
In Progress	<p>For a Session, the Roster Manager is waiting for you to complete any required pre/post work.</p> <p>For other items, you have started but not completed the item.</p>	Click Manage in order complete tasks related to the training.
Incomplete	You either attended the training but did not pass or did not complete all of the parts of the training.	Complete the training or click the Withdraw option to withdraw from the course if you cannot complete it. Speak with your supervisor before withdrawing from a course.
No Show	You did not attend the Session.	You can use the Select Session option to request a different Session of the Event.



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Past Due	You were assigned to complete training by a certain date and you did not do so. This status is always accompanied by another status, e.g., Approved- Past Due.	You will have the options that are available with the status accompanying Past Due. For example, with <b>Approved – Past Due</b> you will see the Approved options.
Pending Approval	You have requested the training and are waiting for approval from your supervisor.	If you change your mind about the request you can click the Withdraw link.
Pending Evaluation	The training is complete, but you have not yet completed the required evaluation.	Click Evaluate to complete the online evaluation and move your status to Completed.
Pending Prerequisite	A prerequisite is required for the course you want to complete.	Request the prerequisite by clicking the Activate link. If you change your mind about the request, you can click the Withdraw link.
Registered	You are registered for the training.	For a Session of an instructor-led training, you can click the Withdraw option before the start date.  If there is Pre-Work, such as training request forms, etc., associated with the training, you will also have a Manage option, which you can click in order complete tasks related to the Session.
Registration Pending	You are on the waitlist for a Session and a seat has opened.	You will receive notification when you are registered for the course.
Waitlist Expired	You were on the waitlist for a Session but the waitlist is no longer active.	You can use the Select Session option to request a different Session of the Event.
Waitlisted	You requested a Session with no available seats or an online course for which there are no available licenses. You have been placed on the waitlist and will be notified if a seat/license becomes available.	If you change your mind about the request you can click the Withdraw option.
Withdrawn	You or the Instructor withdrew you from the training.	You can use the Select Session option to request a different Session of the Event.